

ANNOUNCEMENT

POSTED MAY 23, 2014

**DDD is Soliciting Written Comments
for the Third Public Comment Period Regarding the Proposed Changes to the
Request for Qualified Vendor Applications # DDD 710000
and Qualified Vendor Agreements**

The Arizona Department of Economic Security (“Department” or “ADES”)/Division of Developmental Disabilities (“Division” or “DDD”) proposes to amend its Request for Qualified Vendor Applications # DDD 710000 and its Qualified Vendor Agreement (“QVA”). The intended effect of this action is to add new provisions, clarify existing provisions, move provisions, and delete provisions. The proposed changes will be effective in 2014.

This announcement and any accompanying list or summary reflects only changes since the last posting.

DATES

Written comments and opinions on the proposed changes will be accepted until 11:59 PM (M.S.T.) on **June 24, 2014**, and will be considered when the changes are to be made final.

SUBMISSION OF COMMENTS

The Department prefers that comments be submitted electronically through the DDD Contract Management Unit email box at DDDContractsManager@azdes.gov. However, you may submit comments, **identified by “Proposed Changes to RFQVA # DDD 710000”**, using any one of the following methods:

1. **Email:** DDDContractsManager@azdes.gov.
2. **Fax:** 602/542-8193
3. **Mail:** Contract Management Unit
Business Operations, Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
PO Box 6123
Phoenix, AZ, 85005
4. **Hand Delivery:** Between 9 a.m. and 5 p.m., Monday through Friday (except State Holidays). The telephone number is 602/542-6874.

Contract Management Unit, 4th Floor Southwest
Business Operations
Division of Developmental Disabilities
Arizona Department of Economic Security
1789 West Jefferson Street

Phoenix, AZ, 85007

To avoid duplication, please use only one of these four methods.

Please include the following information about the Commenter in the submittal:

- First, Middle, and Last Name
- Mailing Address, including City, State, Postal Code
- Email Address
- Phone Number
- Fax Number
- Organization's Name

To ensure that comments are best understood, please reference the following information about **each** comment:

1. The section of the RFQVA (e.g., Section 5 – Service Requirements/Scope of Work);
2. Whether you are referring to the “**Tracked Changes View**” or the “**Proposed Final View**” version of the document;
3. The specific page number (e.g., Page 5-2);
4. The specific subsection (e.g., Section 5.1, Provider Qualifications); and
5. The specific subsection number (e.g., Section 5.1.10.2) or item number (Item II.A) being commented.

Here are some examples:

Section 5 – Service Requirements/Scope of Work

Tracked Changes View

Page 5-2

Section 5.1, Provider Qualifications

Section 5.1.10.2

Section 6 – DES/DDD Standard Terms and Conditions for Qualified Vendors

Proposed Final View

Page 6-9

Section 6.3.3, Audit

Section 6.3.3.2.1

Section 7 – Service Specifications – Attendant Care

Proposed Final View

Page 1

Service Requirement and Limitations

Section 5 or Item 5

Section 9 – Attachment F, Developmental Home Third-Party Agreement

Tracked Changes View

Page 3

The previous item II.P which has been struck

Persons with a disability may request a reasonable accommodation by contacting the DDD Contracts Manager. For TDD/TTY, please call through the Arizona Relay Service at 1-800-367-8939. Requests should be made as early as possible to allow time to arrange the accommodation.

FOR FURTHER INFORMATION CONTACT

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Division of Developmental Disabilities
Arizona Department of Economic Security
Tel: (602) 542-6874
Toll-Free: (866) 229-5553

SOME CHANGES FROM PREVIOUS POSTINGS

Section/Service	Proposed Changes that Have Been Added or Clarified
Section 5	5.1.10.10: Examples of emergency communication options while transporting a DDD member have been added to the Provider Manual in Chapter 38.
Section 5	5.10.1.11: Added requirement for Qualified Vendor to comply with A.R.S § 41-132 when using electronic or digital signatures on time sheets or equivalent documents.
Section 6	6.3.1.1 - Records Retention Requirements: Added requirements specified in A.R.S § 12-2297.
Section 6	6.3.5.2: Added clarification of review of Qualified Vendor reports and publications. See “Chapter 34 Provider Publications” for process.
Section 6	6.5.15.1: Added clarification to disclosure of other material events.
Section 7	Service Specifications
<i>All Services Requiring Progress Reports</i>	All progress report due dates will be based on the calendar year. See “Chapter 35 Progress Reporting” for specific requirements.
<i>Attendant Care</i>	Service Requirements and Limitations – Section 12.1 and 12.2: Added clarification of monitoring and supervisory visits.
<i>Center Based Employment</i>	Record Keeping and Reporting Requirements – Section 7: Added requirement for developing and submitting teaching strategies for each member’s habilitative outcomes.
<i>Day Treatment and Training – Child After School</i>	Record Keeping and Reporting Requirements: Changed the requirement for providing teaching strategies within 20 business days for each member’s habilitative outcomes.
<i>Habilitation - Communication</i>	Record Keeping and Reporting Requirements: Changed the requirement for providing teaching strategies within 20 business days for each member’s habilitative outcomes.
<i>Habilitation – Community Protection and Treatment</i>	Record Keeping and Reporting Requirements: Changed the requirement for providing teaching strategies within 20 business days for each member’s habilitative outcomes.
<i>Habilitation – Music Therapy</i>	Record Keeping and Reporting Requirements: Changed the requirement for providing teaching strategies within 20 business days for each member’s habilitative outcomes.

	member's habilitative outcomes.
<i>Habilitation – Support Hourly</i>	Record Keeping and Reporting Requirements: Changed the requirement for providing teaching strategies within 20 business days for each member's habilitative outcomes.
<i>Habilitation – Vendor Support Developmental Home (Child and Adult)</i>	Service Requirements and Limitations: (i) clarified “Related Parties” to be family members of the Qualified Vendor; (ii) added requirement that the Qualified Vendor may not enter into agreements with an applicant for Developmental Home services that is employed by the Qualified Vendor or contracts (for other services) with the Qualified Vendor; (iii) clarified requirements regarding provision of a monthly census to the Division of all developmental home providers licensed by the Qualified Vendor.
<i>Occupational, Physical, and Speech Therapies</i>	Changed reference from <i>responsible person</i> to <i>parent/family member</i> . See “Chapter 37 Parent/Family Member/Caregiver Participation in Therapy Sessions” for clarification of participation requirements.
Additional Documents	Proposed Changes Added to the Provider Manual
Chapter 34	Provider Publications
Chapter 35	Progress Reporting Requirements
Chapter 37	Responsible Person and Caregiver Participation in Therapy Sessions
Chapter 38	Emergency Communication when Transporting a Member